

JOHN WAIHEE  
GOVERNOR



ROBERT P. TAKUSHI  
COMPTROLLER

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STATE OF HAWAII  
DEPARTMENT OF ACCOUNTING  
AND GENERAL SERVICES

P.O. BOX 119  
HONOLULU, HAWAII 96810-0119

JUN 28 1994

COMPTROLLER'S MEMORANDUM NO. 1994-21

TO: Heads of Departments

ATTN: Administrative and Fiscal Officers

FROM: Robert P. Takushi, Comptroller

SUBJECT: Revised Request for Transfer of Funds, SAFORM A-21

This is to inform departments that a revised Request for Transfer of Funds, SAFORM A-21 will be implemented on July 1, 1994. The new forms will be available from the State Procurement Office (formerly DAGS, Central Purchasing) starting June 27, 1994. The remaining quantities of the old form should be used only up until July 31, 1994. After that date, departments and agencies will be required to use the new form.

Attached for your information is a sample copy of the revised form with the specific changes described below:

REQUEST FOR TRANSFER OF FUNDS, SAFORM A-21

1. Deleted the "FOR CENTRAL ACCTG USE ONLY" column with the subcolumns "SOURCE/OBJ (STAT. FUND)" and "S/L ACCT. (GAAP FUND)" to allow for more space in the "OTHER INFORMATION" column.
2. Increased the width of the column for "TC" to be the same as for "APP".
3. Changed the date of the form to July 1, 1994 (REVISED).

Copy to BUS-F  
P. 100

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Should there be any questions regarding this memorandum, please call  
Dona Kang of our Systems Accounting Branch at 586-0610.

A handwritten signature in black ink, appearing to read "Robert P. Takushi". The signature is fluid and cursive, with the first name "Robert" and last name "Takushi" clearly distinguishable.

ROBERT P. TAKUSHI  
Comptroller

Attachment

**REQUEST FOR TRANSFER OF FUNDS****TO: DIRECTOR, DEPARTMENT OF BUDGET AND FINANCE**

DATE: \_\_\_\_\_, 19\_\_

Request is hereby made for the approval of the following transfer of funds:

DEPARTMENT \_\_\_\_\_

Head of Department \_\_\_\_\_

② TC XXX	F X	YR XX	APP XXX	D XX	① OTHER INFORMATION	AMOUNT			
						FROM		TO	
						XXXXXXXXXXXX	XX	XXXXXXXXXXXX	XX

STATUS OF APPROPRIATION											
EXPENDITURES TO END OF PREVIOUS MONTH		REQUIREMENTS TO END OF FISCAL YEAR		TOTAL REQUIREMENTS FISCAL YEAR		ALLOCATION BEFORE TRANSFER		TRANSFER FROM + TO		ALLOCATION AFTER TRANSFER	

RECOMMENDED FOR APPROVAL:

APPROVED:

DATE: \_\_\_\_\_, 19\_\_

DATE \_\_\_\_\_

CHIEF, BUDGET PLANNING AND MANAGEMENT \_\_\_\_\_

DIRECTOR OF FINANCE \_\_\_\_\_

INSTRUCTIONS: Prepare in triplicate and submit all copies to Department of Budget and Finance.  
State fully the necessary details for making this transfer on reverse side.STATE ACCOUNTING FORM A-21  
JULY 1, 1994 (REVISED)